

§ 310.73

(1) *Orientation.* Training that provides basic understanding of this Regulation as it applies to the individual's job performance. This training shall be provided to personnel, as appropriate, and should be a prerequisite to all other levels of training.

(2) *Specialized training.* Training that provides information as to the application of specific provisions of this part to specialized areas of job performance. Personnel of particular concern include, but are not limited to personnel specialists, finance officers, DoD personnel who may be expected to deal with the news media or the public, special investigators, paperwork managers, and other specialists (reports, forms, records, and related functions), computer systems development personnel, computer systems operations personnel, statisticians dealing with personal data and program evaluations, and anyone responsible for implementing or carrying out functions under this part. Specialized training should be provided on a periodic basis.

(3) *Management.* Training designed to identify for responsible managers (such as, senior system managers, denial authorities, decision-makers, and the managers of the functions described in § 310.70 of this subpart) considerations that they shall take into account when making management decisions regarding the Defense Privacy Program.

(b) Include Privacy Act training in courses of training when appropriate. Stress individual responsibilities and advise individuals of their rights and responsibilities under this part.

[51 FR 2364, Jan. 16, 1986. Redesignated at 56 FR 55631, Oct. 29, 1991, as amended at 56 FR 57801, Nov. 14, 1991; 65 FR 48170, Aug. 7, 2000]

§ 310.73 Training methodology and procedures.

(a) Each DoD Component is responsible for the development of training procedures and methodology.

(b) The Defense Privacy Office, ODASD(A) will assist the Components in developing these training programs and may develop Privacy training programs for use by all DoD Components.

(c) All training programs shall be coordinated with the Defense Privacy Office, ODASD(A) to avoid duplication and to ensure maximum effectiveness.

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§ 310.74 Funding for training.

Each DoD Component shall fund its own Privacy training program.

Subpart I—Reports

§ 310.80 Requirements for reports.

The Defense Privacy Office, ODASD(A) shall establish requirements for DoD Privacy Reports and DoD Components may be required to provide data.

§ 310.81 Suspense for submission of reports.

The suspenses for submission of all reports shall be established by the Defense Privacy Office, ODASD(A).

§ 310.82 Reports control symbol.

Any report established by this subpart in support of the Defense Privacy Program shall be assigned Report Control Symbol DD-COMP(A)1379. Special one-time reporting requirements shall be licensed separately in accordance with DoD Directive 5000.19 “Policies for the Management and Control of Information Requirements” and DoD Directive 5000.11, “Data Elements and Data Codes Standardization Program.”

Subpart J—Inspections

§ 310.90 Privacy Act inspections.

During internal inspections, Component inspectors shall be alert for compliance with this part and for managerial, administrative, and operational problems associated with the implementation of the Defense Privacy Program.

§ 310.91 Inspection reporting.

(a) Document the findings of the inspectors in official reports that are furnished the responsible Component officials. These reports, when appropriate, shall reflect overall assets of the Component Privacy Program inspected, or portion thereof, identify deficiencies, irregularities, and significant problems. Also document remedial actions taken to correct problems identified.

(b) Retain inspections reports and later follow-up reports in accordance with established records disposition standards. These reports shall be made